



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 131ST BOMB WING
323 SPIRIT BOULEVARD
WHITEMAN AFB, MISSOURI 65305**

18 April 2013

MEMORANDUM FOR 131ST BOMB WING

FROM: 131 BW/CC

SUBJECT: 131 BW Editorial Policy

The 131st Bomb Wing's public website, Facebook page and *Whiteman Warrior* are the commander's primary communication tool to transmit information to the wing. The following editorial policy guidelines apply to achieve this goal:

1. These avenues of communication provide the commander a primary means of disseminating mission-essential information to members of the organization. The commander normally defers all decisions on news propriety, story placement, publication date and use of photography to the Public Affairs officer.
2. News and feature stories on people and organizations provide recognition of excellence in performance and help set forth norms for mission accomplishment.
3. News coverage and content will conform to policies of the Air Force and the commander. News reporting will be factual and objective. News coverage will avoid morbid, sensational or alarming details not necessary to factual news reporting. News writing will distinguish between fact and opinion. When an opinion is expressed, the source will be identified. The website, paper and Facebook will not publish commercial news or editorials.
4. These means of communication will keep Airmen and members of the general public accurately informed about military matters affecting their futures. This will assist the commander in improving morale and quelling rumors.
5. News and editorial content will provide information to all members of the wing to improve the quality of their lives and thereby the effectiveness of the work force. This includes officers, enlisted members, civilian employees and family members..
6. These publications will de-glamorize the use of alcohol and tobacco products.
7. Event announcements published must be made available to all readers without regard to race, religion, sex, national origin, marital status, physical handicap, political affiliation or any other non-merit factor.

8. The contents of the website will conform to applicable regulations and laws relating to libel and copyright, the Air Force Privacy Act Program and Standards of Conduct, as well as U.S. Government printing and postal regulations.
9. Locally originated articles will reflect the policies of the commander and be in the interest of the Air Force. Editorials should help readers understand Air Force policies and programs. They must not imply criticism of other government agencies, nor advocate or dispute specific political, diplomatic, or legislative matters. Statements or articles on legislative matters by people or agencies outside the DOD, including officials or candidates for public office, will not be used.

Any questions regarding this memorandum should be referred to the Public Affairs office at 660-687-3337 or 660-687-7374.

4/18/2013

X Michael J. Francis

MICHAEL J. FRANCIS, Col, MOANG
Commander